



Jackson Soil & Water Conservation District  
89 Alder Street Central Point OR 97502  
Telephone: 541-423-6159 Fax: 541-727-7471  
[www.jswcd.org](http://www.jswcd.org)

## **Job Announcement Office Assistant**

### **General Summary:**

This is an at-will, non-exempt position, consisting of the duties of an Office Assistant for the Jackson Soil and Water Conservation District (JSWCD) herein after known as District, as well as cooperative work for and with the U.S. Department of Agriculture (USDA) and the Rogue River Watershed Counsel (RRWC). JSWCD is a source of advice, consultation, and planning for the public, on natural resource issues and is not a regulatory agency. The position is currently a 40-hour work week not to exceed 40 hours per week.

### **ESSENTIAL FUNCTIONS OF THE JOB**

A complete Position Description, including position requirements and job conditions, are available on our website at [jswcd.org](http://jswcd.org).

### **Receptionist**

1. Receive visitors and dispense information in a courteous and timely manner.
2. Answer phones, make appointments, schedule conference room meetings.
3. Provide clerical support to the Board, district committees, staff, and agency partners.
4. Other duties as assigned by the District Manager and the Business Manager.
5. Assist with website postings for JSWCD.

### **Benefits:**

Starting Wages:	\$15.15-18.90 hourly DOE
Health Insurance:	Stipend from the District
Retirement:	The District will automatically contribute 3% and will match the employee's contribution, up to a maximum of seven percent (7%), of the employee's gross salary, in retirement benefits.
Leave Time:	Vacation and sick leave commiserate with service.

### **Hire contingent upon:**

1. Satisfactory Driving Record
2. Clean Background Check
3. Clean Drug and Alcohol Screening

**Starting date** – TBD

### **Application Packet Requirements**

1. Resume with 3 references
2. One letter of reference
3. Written explanation of how you meet the position requirements (see Position Description on website)
4. Only application packets that are complete when submitting will be considered.

**All application materials must be sent to Trevor Morris at [trevor.morris@jswcd.org](mailto:trevor.morris@jswcd.org).**

**Subject line: [Applicant Last Name], Office Assistant Application**

**Civil rights:** This position will perform in accordance with all applicable state and federal laws for equal employment and other requirements of civil rights statues.